



Business & Technology Services Project Manager

Position requires 4-year college degree or equivalent technical training and a minimum of 5 years Information Technology and business process experience. Candidate should be capable of performing the duties and meeting the following responsibilities:

Typical Duties and Responsibilities:

- Experience creating workflows using formal notation such as the Business Process Modeling Notation (BPMN).
- Plans, develops, coordinates, and directs a project of major scope and importance.
- Staff specialist in the application of advanced methods, concepts, principles, and processes for an assigned area of responsibility (i.e. subject matter, function, type of facility or equipment, or product).
- Keeps abreast of new methods and developments for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments.
- Maintains liaison with individuals and units within or outside the organization with responsibility for all technical matters pertaining to his/her field.
- Good communication and presentation skills including experience in conducting workshops.